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July 22, 2013

**MEMORANDUM**

**To:** Local and Intermediate Superintendents, Public School Academy Administrators, and School Principals

**From:** Office of Evaluation, Strategic Research, and Accountability (OESRA)

**Subject:** 2013 Preliminary Scorecards Now Available on New BAA Secure Site

Preliminary Michigan School Accountability Scorecards for schools and districts are now available. Authorized users can access these preliminary scorecards at the following link: <https://baa.state.mi.us/BAASecure/Login.aspx>. An active Michigan Education Information System (MEIS) account is needed to access preliminary scorecard data. Additional information on user authorization to access preliminary scorecards is provided below.

The deadline to file an appeal of the 2013 elementary, middle school, high school and district scorecards will be 5:00 p.m. on **Wednesday, July 31, 2013**. **Please note this deadline is firm and no appeals will be accepted after that time.** Appeal information submitted prior to the deadline will be reflected in the final Michigan School Accountability Scorecards when they are released to the public in the coming months **if** the information submitted with the appeal resulted in a change of status. Detailed information on the appeal procedures is provided below. Due to the short appeals window, OESRA will process valid appeals first and then assist with questions related to Top-to-Bottom and the scorecard.

**User Authorization**

Authorized users must login at <https://baa.state.mi.us/BAASecure/Login.aspx> to review the draft 2012-13 Michigan School Accountability Scorecards. Existing users of the now-replaced Michigan School Report Card website were migrated automatically into the new BAA Secure Site with scorecard access rights, as long as the user account had been accessed recently. Schools may still identify additional authorized users to view the scorecard and to submit appeals. There is no limit on the number of individuals that a district authorizes. Users need to establish a Michigan Education Information System (MEIS) account at <http://michigan.gov/meis>, if they do not already have an account. The district-level authorized user will be able to grant access to the scorecard as long as the user has an active MEIS account. Please refer to the Secure Site Manual for detailed access instructions: <https://baa.state.mi.us/BAASecure/pdfs/SecureSiteUserManual.pdf>

**Appeal Procedures**

Top-to-Bottom labels are displayed on scorecards for those schools identified as Priority, Focus, or Reward. School rankings are not displayed on the preliminary scorecard. Top-to-Bottom statuses are not appealable; any appeals submitted that relate to Top-to-Bottom statuses or calculations will be summarily rejected.

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Schools and districts were provided with opportunities throughout the school year to correct or appeal certain data related to student assessments and accountability. Appeals concerning issues and data that had a prior, separate appeals window will not be accepted.

At this time, the only data that have not had an appeals window are the application of the MI-Access 1% Proficiency Cap waiver and the inclusion of formerly Limited English Proficient or Formerly Special Education students into their former subgroups.

Prior appeals/update windows were held for the following:

- Student Demographics including Enrollment, Economic Disadvantaged status, Limited English Proficient status, Student with Disability (SWD) status, Ethnic Status, and Primary Education Providing Entity (PEPE) status (Appealed during the Tested Roster)
- Missing Tests, Non-Standard Accommodations, Prohibited Behavior (Appealed during the Tested Roster)
- Student Assessment Participation (Appealed during Students Not Tested)
- Student Attendance Rates (Appealed during the Attendance Appeal Window)
- Student Graduation Rates (Appealed during the GAD Window)

When an authorized user enters the scorecard website, the user can request OESRA to make corrections to the data on which the scorecard is based. The user initiates an appeal by clicking "Appeal" on any page of a school or district scorecard. Once an appeal is submitted, the user will receive an email confirming the appeal. Users can also use the "View/Update Scorecard Appeal" page where the user can:

- Attach supporting documents (Excel and Word files) as needed;
- View the original communication to confirm that the message was delivered and that the appeal is active;
- View additional communication from MDE about the pending appeal;
- Add information or clarify data regarding the appeal; and
- View the final, "closed" determination of the appeal.

This system will also allow OESRA to track all appeals to ensure all appeals are resolved. It is critically important that users verify that their email address is correct when an appeal is filed. Users should also look for a confirmation email after an appeal is initiated.

To update the email address associated with your MEIS account, visit this link:

<https://cepi.state.mi.us/MEIS/login.aspx>

### **Absolute Deadline for Appeals**

OESRA staff will not accept scorecard appeals after the designated appeals window. We encourage you to review the data for your school as soon as possible.

### **Guide to Scorecards**

Additional information on the 2013 Michigan School Accountability Scorecards can be found in the Guide to Reading the 2013 Michigan School Accountability Scorecards:

[http://www.michigan.gov/documents/mde/ScorecardGuide\\_426897\\_7.pdf](http://www.michigan.gov/documents/mde/ScorecardGuide_426897_7.pdf)

**Embargoed Data**

The preliminary Michigan School Accountability Scorecard window is meant for schools and districts to have an opportunity to review their data before public release. All data displayed on the preliminary Scorecards are embargoed until the official Michigan Department of Education (MDE) release of this information to the public. A date for this public release will be scheduled in the coming weeks.

**Contact Information**

If you have questions or need additional information on these issues, please contact the Office of Evaluation, Strategic Research, and Accountability by phone at 877-560-8378, and choose option 6, or send an email to [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).